

SECTION 01315
ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS

PART 1 GENERAL

1.1 ACTIVITIES SCHEDULE

- A. In accordance with the procedures of Section 01300 TECHNICAL SUBMITTALS, prepare and submit a proposed Quality Control, Testing, Work, and Payment Schedule, herein termed "Activities Schedule" as described herein. The Activities Schedule shall consist of a typewritten schedule of activities, including work force and cost information for all activities. After OWNER approval of the CONTRACTOR-prepared Activities Schedule, a bar chart will be developed by the CONTRACTOR and provided to both the OWNER and ENGINEER. The original activities schedule and all updates shall be submitted electronically in MS Project, latest version.
- B. With submittal of the Activities Schedule, include a preliminary monthly cash-requirement prediction based on all indicated activities.
- C. The Activities Schedule shall be used to monitor work progress, quality control, material manufacture and delivery, and partial payments. The CONTRACTOR-provided bar chart shall be updated to reflect as-built dates. Mark the diagram to show when the work is actually being (or was) accomplished. Submit the Activities Schedule and all updates in accordance with Section 01300 TECHNICAL SUBMITTALS.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 ACTIVITIES SCHEDULE

- A. Prepare in a typewritten, activities table or spreadsheet, as follows:
 - Column 1. Activity Number (numerical)
 - Column 2. Description of Activity (with anticipated work force, number of personnel, equipment, and key subcontractors)
 - Column 3. Original Start Date
 - Column 4. Original Finish Date
 - Column 5. Actual Start Date
 - Column 6. Actual Finish Date
 - Column 7. Percent (%) Complete
- B. The minimum activities to be shown on the barchart are:

- Title the above: Activities Schedule for Leachate Pump Station and Force Main
Construction Project Contract No. _____

Column 8.	Cost of Activity
Column 9.	Paid to Date
Column 10.	Amount This Billing
Column 11.	Total Billing to Date

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3.2 SCHEDULE OF VALUES

- A. Assign costs to each activity such that the total cost equals the Contract award price. The summation of the column Cost of Activity equals the Contract price. These activity costs will constitute the basis of determining the cost of any change orders and therefore are subject to the review and approval of the OWNER.
- B. If payment is desired for on-site materials, show a separate activity for each material or group of materials, along with their cost. Payment for these activities will not exceed the invoice amount, or the scheduled amount, and must be certified by the ENGINEER prior to payment.
- C. Submit a complete list of all cost items that make up the Mobilization activity total. All requirements included in Division 1 specification sections (Section 01010 thru Section 01700) shall be included under mobilization, unless otherwise specifically separately identified.
- D. The schedule shall include "job-duration" activities costs. At a minimum, the following activities shall be considered "job-duration" activities and shall be included in the schedule of values:
 - 1. The cost of surveying and as-built preparation (minimum 1% of total bid amount)
 - 2. The cost of performing the required Quality Control Program. Include the cost of the subcontractors who are assigned to implement the program and the cost of preparation of the submittals required by the CONTRACT DOCUMENTS. (minimum 1% of total bid amount)
 - 3. Preparation and submission of acceptable CONTRACTOR's daily construction reports as required herein and as approved by the ENGINEER (minimum 0.5% of total bid amount)
- E. After separately identifying the totals of the job-duration costs, the CONTRACTOR may identify these costs as ongoing activities to be paid on a monthly basis or prorate the costs to other relevant activities. If none of these methods are used, the costs shall become part of the final payment.
- F. All activities including pump startup testing but not punch list items shall be 100 percent complete before final inspection. Two-week advance notice of final inspection is required. Final inspection shall be assigned a duration of one day. Instructions shall be given in conjunction with the final inspection. Final inspection shall be followed by completion of punch list items, which shall have a duration of not more than 10 work days, or as approved by the OWNER. This activity is then followed by an activity called "final acceptance," which has a duration of one day. Final acceptance can occur no later than the specified Contract completion date. Complete all punch list

items before final acceptance, unless otherwise directed by the ENGINEER. The warranty period begins with final acceptance.

3.3 CONTRACTOR'S DAILY CONSTRUCTION REPORT (FORM CD-13)

- A. Complete and submit daily to the OWNER and ENGINEER. A copy of Form CD-13 will be provided to the CONTRACTOR for reproduction as necessary.
- B. Along with other information shown on the form, the daily report requires a summary of all activities on the Activities Schedule worked on that day. It further divides the activity worked on by work area, equipment used, and subcontractors used. Identify activities by activity name or number per the approved Activities Schedule. Likewise, identify activities that are ahead or behind schedule. Keep cumulative rain days on each daily report. State the cause and amount of the delay and propose what action is necessary to bring the activity back on schedule. If multiple daily shifts are used, submit a report for each shift. Indicate all equipment on the jobsite and if down indicate why, i.e., stand-by, repair, etc. If a daily report is returned for corrections, it is due within three (3) days following the day the report is returned.
- C. Submit the completed Form CD-13 to the OWNER and ENGINEER in electronic .PDF format no later than noon of the next workday. Submit a daily report for each day the Activities Schedule has scheduled activities, and each day that the CONTRACTOR is on site. Reports submitted late may be rejected by the ENGINEER if he is unable to verify the information contained in the reports.
- D. The daily report shall include a total production volume or quantity of work completed for each activity performed, including clearing, E&S measures, excavation, length of force main installed, pump station components installed, electrical work completed, surveying, QC observation and testing, seeding, etc.

3.4 PROGRESS PAYMENTS

- A. Progress payments will be made only on 100 percent completed, approved activities unless a phased approach is approved by the ENGINEER. Each activity, or a prior-approved portion thereof, must be complete and certified by the ENGINEER before a payment request to include that activity is submitted.
- B. Pursuant to DIVISION 0 - GENERAL CONDITIONS, submit a Request for Progress Payment (Form CD-05) monthly with an updated Activities Schedule. Base the Form CD-05 on the total value of completed approved activities to date. Show actual start-finish dates. Total amount requested equals column 7, "Cost of Activities," minus column 9, "Paid to Date." Column 9 includes retainage, when applicable. No payment will be made for

partially completed activities. The ENGINEER's certification of completion for each completed activity, or a prior-approved portion thereof, must be attached to the payment request. No payment will be made without this certification. Incomplete or inaccurate reports will result in the payment request being returned to the CONTRACTOR without OWNER action.

- C. Retainage: The OWNER reserves the right to withhold a 5% retainage if deemed necessary and in the best interest of the OWNER.
- D. Payment is based on documentation that is the responsibility and under the control of the CONTRACTOR. Incomplete, inaccurate, or missing documentation will result in payment delays, retainage, or disapproval.
- E. Full payment of an activity does not constitute acceptance by the OWNER. Acceptance of any and all activities will only be considered after completion of the final inspection of this Contract and written certification of completion by the ENGINEER, unless the OWNER directs otherwise, in writing.
- F. Payment for Stored Materials: Payment for on-site materials will be in accordance with the approved Activities Schedule.
- G. Final Inspection: Final inspection shall not be requested until the work is ready for final inspection following pump startup testing. If the final inspection is conducted and the work is not in fact ready, the CONTRACTOR may be held liable to the OWNER for the cost of conducting a subsequent final inspection.

END OF SECTION